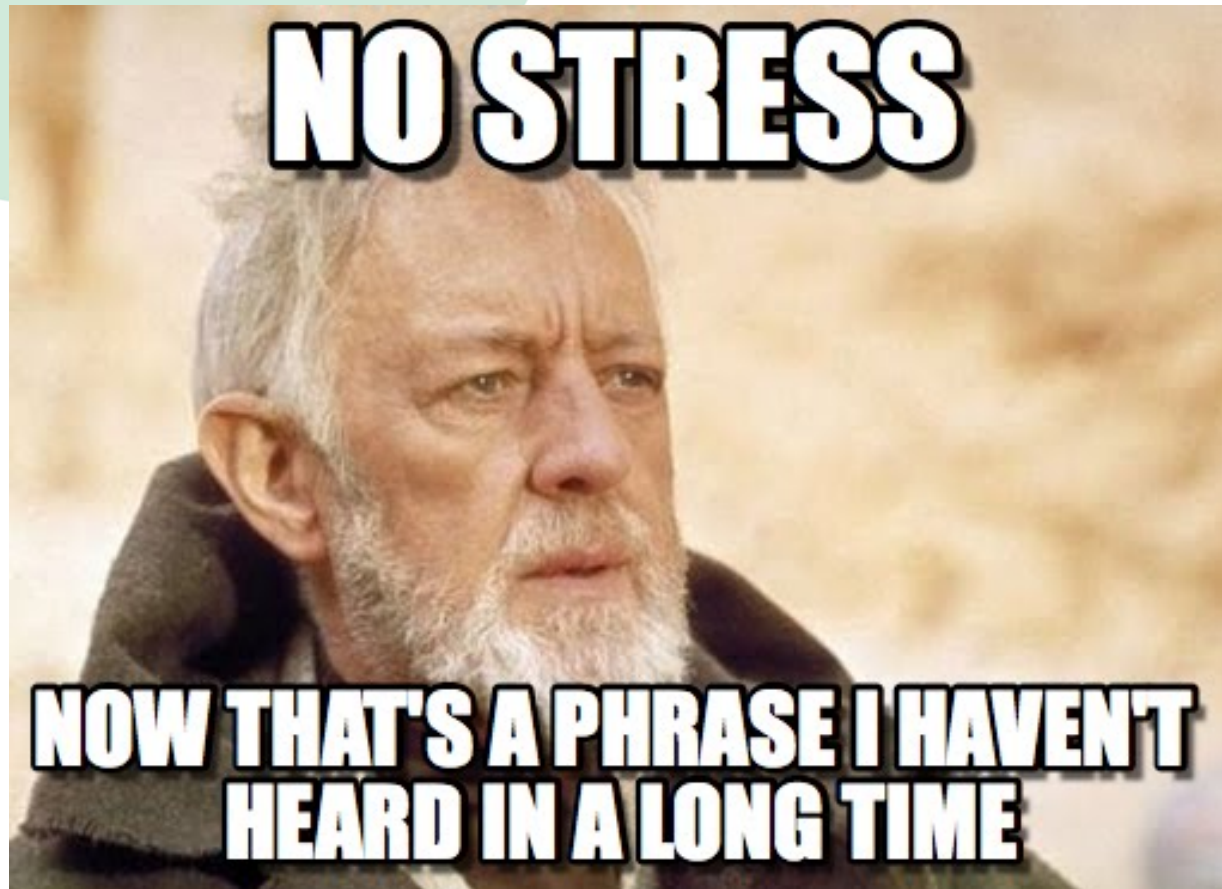


ADULT 101: TIME MANAGEMENT

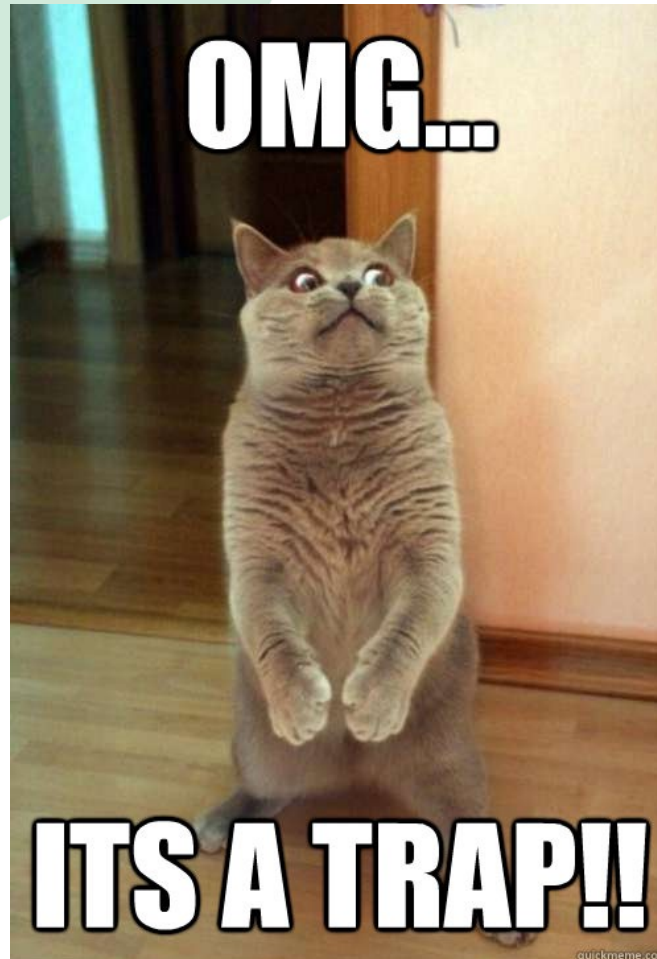
Work Smarter, Not Harder



Concept Of Time

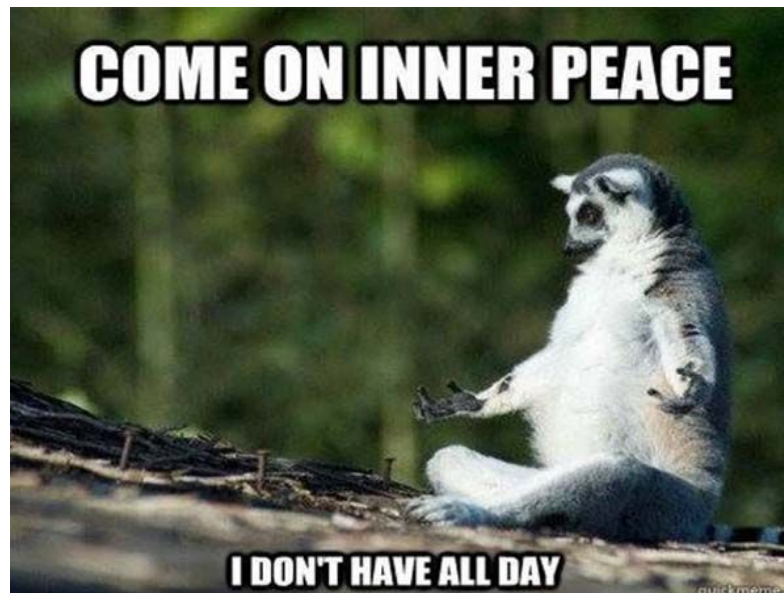


What Is Time Management?



Time Management Defined

- According to Cambridge dictionary “Time management is the practice of using the time that you have available in a useful and effective way, especially in your work.”



School Comes First

- As you work on understanding time management, remember school always comes first!





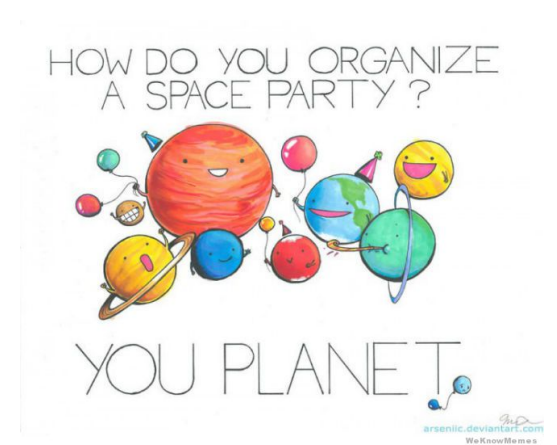
Tips And Tools

- Make Lists
 - Write down the tasks you need to get done today and in the future. This will help you to prioritize and keep track of things.
- Create a schedule
 - If you have tasks that need to be done at certain times, or they are time-sensitive (i.e. deadline to submit that essay) then it would be a good idea to have a schedule available.



Tips And Tools (Cont.)

- Stay Organized
 - Declutter your work and living space so you don't waste time looking for things. Organize and store stuff so it's available when you need it.
- Stay Focused
 - Set aside your cell phone, games, and anything else that distracts you from doing what you need to do.



Lists And Priorities

- Activity!



Short Term Planning



You Got This!

YOU CAN DO IT



